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Weekly Report for Week Ending 21 October 1959  
from

[Redacted]

1. Prepared a memorandum for the DCI's signature, submitting to General Services Administration our comments on the proposed U. S. Government Correspondence Manual.
2. Distributed to all ARO's a flier on Thermofax label paper. Received requests for additional copies so far from three ARO's.
3. Arranged for and attended a briefing by Diebold Inc. representatives on their DANS(Diebold Alpha-Numeric System). This is a numbering system that provides for alphabetical access to numbered files without the need for cross references or block assignment of numbers. Members of the ADP Advisory Group also attended.
4. Briefed [Redacted] ARO for ORR, on subject-numeric filing.

25X1

[Redacted]

25X1

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Records Maintenance and Disposition

1. Contributions

None

2. Assignments

25X1

a. Shelf Filing 

- (1) OP/Records and Services/Test Installation
- (2) OO/Contact Division  25X1
- (3) Security/Building 13
- (4) OTR/Assesments and Evaluation Staff
- (5) OTR/Operations School/Headquarters Training
- (6)
- (7) Commo/TTT Staff
- (8) ORR/Map Library

No change

b. Filing Systems

- (1) Master Index to Subject Filing Handbook
- 
- 25X1

The 3x5 card index which was set up by  25X1  
has been given over to  to maintain on a 25X1  
current basis. Project complete except for additions  
which may be necessary from time to time, whenever  
new Subject Numeric systems are installed.

- (2) Watch Office
- 
- 25X1

c. Records Control Schedules

- (1) Executive Registry
- 
- 25X1

25X1

- (2) FI Staff
- 

25X1

- (3) OCI
- 

25X1

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d. Special Projects

- 25X1
- (1) SSA/DDS [ ] 25X1
  - (2) DDP/Support Records [ ]  
No change 25X1
  - (3) Predecessor Agency Records [ ]  
No change 25X1
  - (4) Refresher Training Workshops in Filing [ ] 25X1  
Kits for the workshop scheduled for October 26  
are being assembled. A roster of 40 has been  
accepted for the first workshop. 25X1
  - (5) Revision of Notices of Filing Equipment and Supplies [ ]
  - (6) Bulletin on Records Center and Revised Form 140 [ ] 25X1
  - (7) Records Center Article for Support Bulletin [ ] 25X1
  - (8) Follow up on Unused Safes [ ] 25X1  
Replies received from four offices.
  - (9) Logistics/Real Estate and Construction Division [ ] 25X1  
Records in the Office of the Chief have been inventoried.  
The records of the Real Estate Acquisition Branch are  
now being inventoried.
  - (10) Report on TDY [ ] 25X1  
Final copy of report is being typed. 25X1
- 
- Will meet this week with [ ] STAT
- (13) Records of President's Advisory Committee on Political  
Refugees  
Search for location of these records continues.

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(14) DDP/PP Support Division [ ]

25X1

At the request [ ] a records management survey will be conducted in this area which reports a total of 1564 cubic feet of records holdings. [ ]

25X1

25X1

[ ] will inventory the records, prepare a records control schedule and a vital materials schedule, set up filing systems, and assist in an overall records improvement program.

25X1

25X1

e. Vital Materials [ ]

[ ] ORR VM officer, has authorized destruction of 250 items in the repository as a result of a review of ORR deposits made by [ ] ORR/ Services Division.

25X1

25X1

f. Microfilming [ ]

OCR/IR continuing

OCR/GR continuing

g. Training

25X1

[ ] ORR, have received additional training and briefings on filing systems.

3. News

The Staff attended a lecture on Forms Management given

25X1

25X1

[ ] has successfully completed OTR course in "Effective Speaking."

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